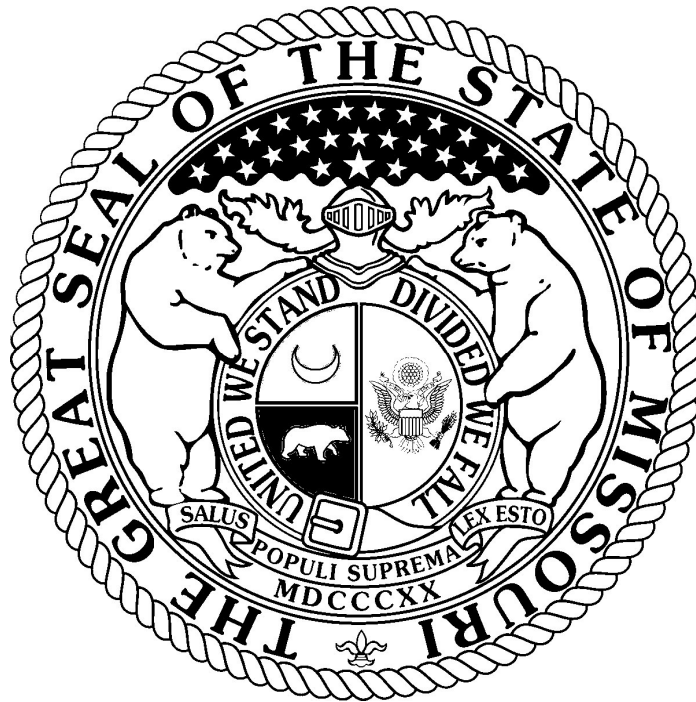


Enhanced Enterprise Zone Designation

Application



**Missouri Department of Economic Development
Division of Business and Community Services**

December 2005

INSTRUCTIONS

1. Single Application – Joint Application*

An Applicant whose proposed Enhanced Enterprise Zone crosses the legal boundaries of another governing authority should apply jointly with the neighboring entity. One of the two should be elected as the “lead applicant” with the primary responsibility of coordinating the local program designation process. This does not preclude the “joint applicant” from a leading role.

2. It is highly recommended that this application be read thoroughly prior to beginning the designation process. It is also encouraged that your community contact the designated DED representative to discuss the application in the initial stage.

3. A seven (7) member Enhanced Enterprise Zone Board should be established early in the application process (as required by Section 135.957, RSMo.) in order to provide the local governing authorities with advice during the application process. Section III of the application will require information on the composition and responsibilities of the Board.

4. Enhanced Enterprise Zone Location and Boundaries:

U.S. CENSUS Tract/Block Group areas must form the boundaries of your proposed zone. The reason for this is founded in the eligibility criteria, which can only be measured from data calculated by the U.S. Census Survey. It is recommended that the zone boundaries be determined early in the application process. Assistance in this part of the application, as requested in Sections I and II, can be obtained by contacting the program manager with the Division of Business and Community Services (DED).

5. Include the appropriate number of “professional” maps as requested. Please keep the size of the maps submitted as a part of the application to a minimum, but readable dimension. The applicant may elect to keep a larger version of the map for use in the public hearing(s) and for addressing ongoing governance issues. The individual Census Block Groups “must” be clearly marked on the map.

6. Minimum qualification requirements:

As required in Section II of this application the proposed zone area must meet certain qualification requirements. The data used to determine if a proposed area is qualified will be provided and verified by the Division of Business and Community Services (DED). The minimum distress requirements are the fundamental criteria needed for program designation eligibility as directed by State Statute (Section 135.953, RSMo.).

7. Public Hearing Results:

This section is self-explanatory. The department director, or their designated representative, must be notified thirty (30) days prior and it must have been advertised in a newspaper of general circulation at least twenty (20) days, but not more than thirty (30) prior to the date of the public hearing.

8. Zone Description:

This section of the application is meant to provide insight into the proposed zone environment, need for designation, identify existing or planned new industry cluster development opportunities, along with any other potential successful development/redevelopment goals.

Application For Enhanced Enterprise Zone Designation

9. Zone Redevelopment/Strategic Plan (Approved by the local governing authority)

A comprehensive redevelopment plan for the targeted area is encouraged. At a minimum, the application should include a plan that addresses Section V and Section VI C & G of this application.

* Applications must be filed with the Division of Business and Community Services in duplicate. One of the two copies may be submitted in electronic form.

Enhanced Enterprise Zone Program

Zone Name: _____

The applicant should read the program "Instructions" and discuss this application with the designated representative(s) of the Division of Business and Community Services prior to the completion of these forms. A copy of the programs authorizing legislation will be made available for reference purposes if requested.

Governing Authority: _____ Date: _____

Chief Administrator: _____ Phone: _____

Contact Person: _____ Phone: _____

Address: _____

E-mail Address: _____

Check One: Single Application _____ *Joint Application _____

I. Enhanced Enterprise Zone Location by U.S. Census Block Groups

- A. List below the 2000 U.S. Census information that establishes the area of the proposed Enhanced Enterprise Zone. Attach additional pages if necessary.

<u>County</u>	<u>City</u>	<u>Township</u>	<u>Census Tract #</u>	<u>Block Group #</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

- B. The following two maps must be included as attachments to this application:

- (1) A map of the locality showing the location of the proposed Enhanced Enterprise Zone, its area and boundaries, and existing land use characteristics (Zoning within the incorporated municipal limits) for both private and public held land. An estimate should also be provided indicating the approximate size (acres) of the zone.
- (2) A 2000 U.S. Census map, broken down to the Block Group level, clearly showing the area and boundaries of the zone.

* Joint Applicant – A joint application will be required if the proposed Enhanced Enterprise Zone cross city/county lines.

II. Minimum Distress Requirements

- A. Describe the conditions, which demonstrate that the area is one of blight, pervasive poverty, unemployment and general distress.

- B. At least sixty (60) percent of the residents living in the area have incomes below ninety (90) percent of the median income of all residents within the State of Missouri, or County according to the last decennial census. *

State of Missouri Yes___ No ___ Percentage: _____

OR

County** of _____ Yes___ No ___ Percentage: _____

State or County Percentage Used: _____

Application For Enhanced Enterprise Zone Designation

- C. The resident population of the area must be a minimum of five hundred (500) at the time of designation. If the area lies within a standard metropolitan statistical area, as established by the U.S. Census Bureau at the time of the most recent decennial census, the maximum population of a zone cannot exceed one hundred thousand (100,000). If the area does not lie within a metropolitan statistical area the maximum population of the zone can not exceed forty thousand (40,000). If the population of the jurisdiction of the governing authority does not meet the minimum population requirements set forth the population of the area must be at least fifty percent of the population of the jurisdiction. No enhanced enterprise zone shall be created which consists of the total area within the political boundaries of a county.

Population of the proposed zone: _____

If less than five hundred list the name and total population of the jurisdiction seeking designation:

Name of jurisdiction: _____

Total population of the jurisdiction: _____

- D. The level of unemployment of persons within the area equals or exceeds the average unemployment rate for the State of Missouri, County (average if more than one county is involved), or city not within a county over the previous twelve months.

State of Missouri Yes _____ No _____ Percentage: _____

OR

County** of _____ Yes _____ No _____ Percentage: _____

State or County Percentage Used: _____

- E. Within the last year, was public and individual assistance requested by the Governor pursuant to Section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq., for an emergency proclaimed by the Governor pursuant to section 44.100, RSMo, due to a natural disaster of major proportions?

Yes _____ No _____ Date: _____

- F. Did your county experience a loss in population of one (1.0) percent or more by comparing the most recent decennial census to the next most recent decennial census?

Yes _____ No _____

Attach a copy of the computer run from the Missouri Department of Economic Development, Division of Business and Community Services in order to verify Section II B, C, D and F.

* When U.S. Census is required, use "household data."

** St. Louis City (city without a county) should use the corresponding city data.

*** Use total population of the jurisdiction at the time of the most recent decennial census.

Application For Enhanced Enterprise Zone Designation

Completed by DED Division of Business and Community Services staff only:

Does the proposed enhanced enterprise zone area as submitted meet the distress requirements of the program as defined in Section 135.953, RSMo.

Yes _____ No _____

Section II (B) Income requirement:

Yes _____ No _____

Section II (C) Population requirement

Yes _____ No _____

Section II (D) Unemployment requirement

Yes _____ No _____

Section II (E) Disaster relief eligible

Yes _____ No _____

Section II (F) Population loss eligible

Yes _____ No _____

Name: _____

Date: _____

Staff Comments:

III. Seven (7) member Enhanced Enterprise Zone Board:

List and identify affiliation, if any, of the seven member Board appointed by the local governing authority in the space provided.

<u>Name</u>	<u>Affiliation*</u>	<u>Term Expiration Date</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

* Section 135.957.1, RSMo. requires that one board member shall be appointed by the school district or districts located within the proposed area for designation, and one member shall be appointed by the other affected taxing districts. The chief elected official of the county or municipality shall choose the remaining five members.

Role of the seven-member board shall include:

- A. Advise the local governing authority on the designation of the enhanced enterprise zone and any other advisory duties as determined by the governing authority.
- B. Once the designation of the zone has been completed, the board shall be responsible for review and assessment of zone activities.
- C. Responsible for submitting an annual report to the Director of the Department of Economic Development regarding the status of the zone and business activity (Section 135.957.5, RSMo.).

Provide as an attachment a certified copy of the local governing authority's resolution/ordinance establishing the seven-member board.

Identify the local governing authority responsible for selecting the Enhanced Enterprise Zone Board.

_____	and/or	_____
Mayor		Presiding Commissioner
_____		_____
Community		County

IV. Public Hearing Results

Outline recommendations received during the hearing for local tax incentives, cluster industries and zone boundaries. Also discuss any comments in support of, or in opposition to, the proposed enhanced enterprise zone application. Include as attachments documentation from the general newspaper used to publish the notice of the public hearing (the date and text of the advertisement), verification that “certified” letters were mailed to all tax recipient entities that may be effected by the local abatement incentive notifying them of the public hearing, a transcript of the hearing, and a sign-up sheet of those in attendance.

V. Zone Description

- A. Compare the rate of decline of social and economic conditions in the proposed enhanced enterprise zone with those of the city or county as a whole over the past ten (10) years. Be as specific as possible and reference source of data. Also, indicate specific business closings or layoffs that have occurred over the previous five-year period. Give specific dates, company name, business sector and number of employees impacted.

Application For Enhanced Enterprise Zone Designation

- B. Briefly describe any community development/redevelopment or other activities of the local government or any other organization aimed at revitalizing the proposed enhanced enterprise zone area. Summarize the impact of these actions on the development problems of the area.

C. Existing Business Clusters

- (1) Using the most recent data available identify and list by general business NAICS (North American Industry Classification System) designation the primary existing business clusters located within the proposed boundaries of the enhanced enterprise zone. As stipulated in Section 135.950(7)(b), RSMo., retail (NAICS sectors 44 and 45), gaming (NAICS sector 7132), or food and drinking places (NAICS sector 722) are not eligible. If assistance with identification is required, contact the Missouri Department of Economic Development MERIC office at (573)751-9637. The Quarterly Census of Employment and Wages (QCEW) Report will be available to provide information on employment by industry sectors by county and region.

- (2) Identify source of data used:

D. Define the business cluster focus of this proposed enhanced enterprise zone:

- (1) Identify and list by general description the existing and new business clusters the applicant intends to support and develop as a result of the approval of this application. * The legislation establishing this program identifies as “enhanced business enterprise” as an industry or one of a cluster of industries that is either: a) identified by the department as critical to the state’s economic security and growth; or b) will have an impact on industry cluster development, as identified by the governing authority in its application for designation.

* The general type of “enhanced business enterprises/clusters” will need to be included in the governing authority’s resolution/ordinance defining the terms (percentage of abatement on improvement to real property and number of years) of the local tax incentive.

Application For Enhanced Enterprise Zone Designation

- (2) Provide a list of the number of businesses, which have expressed interest in locating, or expanding in the proposed enhanced enterprise zone. This information should also include a break down by business cluster, their anticipated investment and net new jobs.

- (3) Attach documented assurances for the following:

- a) That any business facility, which has expressed interest in locating in the proposed enhanced enterprise zone, shall provide assurances that said action shall not result in the loss of employment within the state of Missouri at another location.
- b) That in the case of relocation by a business facility located within the state of Missouri and outside the proposed enhanced enterprise zone, said relocation may occur only when said business facility would otherwise be forced to locate in a state other than Missouri.

(4) Labor Supply

Describe the available labor force by approximate number, education levels, skills and geographic accessibility. Consideration should be given to linking the applicant's existing labor supply to the enhanced business enterprise/clusters identified in the second part of this section. If gaps exist, goals should be identified and included within the community's attached strategic plan.

- (5) Discuss the availability, or plans for the creation, of space (sites, etc.) for future "enhanced business enterprise" development. Include specific details in the attached plan.

Application For Enhanced Enterprise Zone Designation

E. Intra Zone Compatibility

Briefly describe how the proposed enhanced enterprise zone can be incorporated into the area's current land use practices.

F. Condition of Infrastructure

Will the area infrastructure (streets, bridges, storm sewers, water lines, sewage treatment, water treatment, electrical service) require improvement or expansion to accommodate new business development?

Yes _____ No _____

Explain and provide a cross reference to the attached community strategic plan where this data can be found.

G. Firm Public Commitment

Attach documented assurances from the chief executive officer of the public resource (infrastructure) that adequate service or improvements to said service will be provided. **If necessary, use the space below for additional comments.**

VI. Proposed Enhanced Enterprise Zone Planned Development

Attach plans as directed below. Plans must include specific objectives, implementation strategy and reasonable timetables.

- A. A plan to provide adequate police protection within the area.
- B. A specific and practical process for individual businesses to obtain waivers from burdensome local regulations, ordinances and orders which serve to discourage economic development within the area to be designated an enhanced enterprise zone, except that such waivers shall not substantially endanger the health or safety of the employees of any such business or residents of the area.
- C. A description of what other specific actions will be taken to support and encourage private investment within the area [provide a marketing plan that includes funding support data and outcome goals for business clusters identified in V(D) and supports the objectives outlined in VI(G) of this application].
- D. A plan to ensure that resources are available to assist area residents to participate in increased development through self-help efforts and in ameliorating any negative effects of designation of the area as an enhanced enterprise zone.
- E. A statement describing the projected positive and negative effects of designation of the area as an enhanced enterprise zone.
- F. A specific plan to provide assistance to any person or business dislocated as a result of activities within the enhanced enterprise zone. Such plan shall determine the need of dislocated persons for relocation assistance; provide, prior to displacement, information about the type, location and price of comparable housing or commercial property; provide information concerning state and federal programs for relocation assistance and provide other advisory services to displaced persons. Public agencies may choose to provide assistance under the Uniform Relocation and Real Property Acquisition Act, 42 U.S.C. 4601, et seq., to meet the requirements of this subdivision.
- G. A plan that demonstrates the requirements of Section 135.954.4, RSMo. Which requires the local governing authority to have either: the potential to create sustainable jobs in a targeted industry; or a demonstrated impact on local industry cluster development.

VII. Assurances and Authorization

I hereby certify that:

- A. the information in this application is accurate to the best of my knowledge;
- B. any local Enhanced Enterprise Zone incentives proposed in this application represents a firm commitment on the part of the applicant;
- C. it is understood that if at any time the applicant is unable or unwilling to fulfill a commitment to provide local Enhanced Enterprise Zone incentives, the zone shall be subject to termination; and
- D. a public hearing was held to solicit comments on the Enhanced Enterprise Zone application.

Chief Administrator

Title

Date

VIII. Assurances and Authorization – Joint Application

This joint application for zone designation is being filed by mutual agreement between:

Locality

Which, as the designated program administrator, is authorized to file this application, and

Locality

It is hereby certified that:

- A. the information in this application is accurate to the best of my knowledge;
- B. any local Enhanced Enterprise Zone incentive proposed in this application represents a firm commitment by the applicant(s) making the proposal;
- C. it is understood that if at any time either of the applicants is unable or unwilling to fulfill a commitment to provide local Enhanced Enterprise Zone incentives, the zone shall be subject to termination; and
- D. a public hearing was held by the applicants to solicit comments on the Enhanced Enterprise Zone application.

Locality

Locality

Chief Administrator

Chief Administrator

Title

Title

Date

Date

Send Application to:

The Department of Economic Development
Division of Business and Community Services
Finance Management Team
301 W. High Street, Room 770
PO Box 118
Jefferson City, Missouri 65102

Questions on this application form may be directed to:

Jennifer Presberry
Finance Management Team
301 W. High Street, Room 770
PO Box 118
Jefferson City, Missouri 65102
E-mail: jennifer.presberry@ded.mo.gov
Phone: (573) 526-0308